



MINUTES OF THE EMPLOYMENT COMMITTEE MEETING HELD ON
TUESDAY 14th JULY 2026 AT BURNHAM MARKET PAVILION

Present: Cllrs: V Carpenter (Chair), A Dovey and S Osborn.

Members of Public: – 0

Proper Officer: D Joy

MINUTES

01 Apologies for Absence

Cllr O'Sullivan – no apologies given

02 Declarations of Interest and requests for Dispensations

Localism Act 2011 Sec 31 & 33

If a member is not given a dispensation, they must withdraw from the meeting while the item is discussed. (Standing Orders Section 13)

Cllr Dovey declared an interest in Item 8.1 and requested a dispensation to speak and vote.

The motion was proposed,

Members **AGREED** to give Cllr Dovey a dispensation to speak and vote Item 8.1.

03 Minutes of Previous Meetings

N/A

04 Public Participation Time

Public Bodies(Admission to Meetings)Act 1960

The meeting will be adjourned for a period of 15 minutes to allow Members of the Public to speak.

To receive County and District Councillors reports and allow Councillors with prejudicial interests to speak.

Note that only items on this Agenda are to be discussed – for any other item/ subject please contact the Clerk in writing for submission at a future meeting.

The motion was proposed

Members **AGREED** to adjourn the meeting to allow all members of the public present to speak

No members of the public present

The motion was proposed,

Members **AGREED** to resume the meeting

05 Exclusion of the Press and Public To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due to items pertaining to employment issues.

The motion was proposed,

Members **AGREED** the Exclusion of the Press and Public To resolve under the Public Bodies (Admission to Meetings) Act 1960 that the Press and Public be excluded due to items pertaining to legal issues

06 **Policies**

6.1 To consider and agree the Employee Handbook.

The motion was proposed,

Members **AGREED** Employee Handbook.

6.2 To consider and agree Councils' Disciplinary Policy.

The motion was proposed,

Members **AGREED** Councils' Disciplinary Policy.

6.3 To consider and agree Councils' Appraisal Document.

The motion was proposed,

Members **AGREED** Councils' Appraisal Document.

6.4 To consider and agree the day-to-day protocols for the new Clerk.

The motion was proposed,

Members **AGREED** the day-to-day protocols for the new Clerk.

07 **Pension**

7.1 To consider and agree the pension options for the new Clerk.

The motion was proposed,

Members **AGREED** pension option for the new Clerk.

08 **Recruitment.**

8.1 To consider and agree the current applications for interview.

The motion was proposed,

Members **AGREED** the applications for interview.

8.2 To consider and agree the days for interviews.

The motion was proposed,

Members **AGREED** the days for interviews.

09 **Policies, Documents and Communications.**

9.1 To consider and agree the Clerks contract on Employment.

The motion was proposed,

Members **AGREED** for the Clerk to update and send out to the Committee.

10 **To Report any other business.**

Note that this is to report matters for inclusion in a future agenda or matters which require no decision to be made by the Council.

10.1. Delegation of Powers for:

11 **Date of Next Meeting**

11.1 To confirm that the date of the next Meeting of the Employment Committee TBA